



## **NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**

### **Notice (15-101)**

#### **Privacy Act of 1974; Privacy Act System of Records**

**AGENCY:** National Aeronautics and Space Administration (NASA)

**ACTION:** Notice of proposed revisions to existing Privacy Act systems of records.

#### **SUMMARY:**

Pursuant to the provisions of the Privacy Act of 1974 (5 U.S.C. 552a), the National Aeronautics and Space Administration is issuing public notice of its proposal to modify its previously noticed system of records. This notice publishes updates to health related systems of records as set forth below under the caption SUPPLEMENTARY INFORMATION.

**DATES:** Submit comments within 30 calendar days from the date of this publication. The changes will take effect at the end of that period, if no adverse comments are received.

**ADDRESSES:** Patti F. Stockman, Privacy Act Officer, Office of the Chief Information Officer, National Aeronautics and Space Administration Headquarters, Washington, DC 20546-0001, (202) 358-4787, [NASA-PAOfficer@nasa.gov](mailto:NASA-PAOfficer@nasa.gov).

**FOR FURTHER INFORMATION CONTACT:** NASA Privacy Act Officer, Patti F. Stockman, (202) 358-4787, [NASA-PAOfficer@nasa.gov](mailto:NASA-PAOfficer@nasa.gov).

#### **SUPPLEMENTARY INFORMATION:**

Pursuant to the provisions of the Privacy Act of 1974, 5 U.S.C. 552a, and as part of its biennial System of Records review, NASA is making minor modifications of its systems of records including: Update of Locations of Records; revision of Categories of Records to reflect reduced

information collected; updates of System and Subsystem Managers; and clarification of Routine Uses. Changes for specific NASA systems of records are set forth below:

Human Experimental and Research Data Records/NASA 10HERD: Include a purpose section; provide minor wording refinements of Categories of Records and Individuals; update the Routine Uses and Safeguards sections.

Health Information Management System /NASA 10HIMS: Update System Locations; provide minor wording refinements of Categories of Records and Individuals, Routine Uses, and Subsystem Managers; and update the Safeguards section.

Occupational Radiation Information System/NASA 10ORIS: Update System Location and Safeguards sections to be more complete.

Submitted by:

Renee P. Wynn  
NASA Chief Information Officer

## **NASA 10HERD**

**SYSTEM NAME:** Human Experimental and Research Data Records.

**SECURITY CLASSIFICATION:** None.

### **SYSTEM LOCATION:**

Locations 2, 5, 6, and 8, as set forth in Appendix A. **CATEGORIES OF INDIVIDUALS**

### **COVERED BY THE SYSTEM:**

Information in this system of records is maintained on individuals who have been involved in space flight, aeronautical research flight, and/or participated in NASA tests or experimental or research programs. Categories of individuals covered include civil service and military employees, employees of other government agencies, contractor employees, students, International Space Partner personnel, volunteers, and other human research subjects on whom information is collected as part of an experiment or study.

### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Record categories in this system include data obtained in the course of an experiment, test, or research medical data from in-flight records, and other information collected in connection with an experiment, test, or research.

### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

51 U.S.C. §20113(a) and 44 U.S.C. §3101.

### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

### **CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Any disclosures of information will be compatible with the purpose for which the Agency collected the information. Records and information in this system may be disclosed: (1) to other individuals or organizations, including Federal, State, or local agencies, and nonprofit, educational, or private entities, who are participating in NASA programs or are otherwise furthering the understanding or application of biological, physiological, and behavioral phenomena as reflected in the data contained in this system of records; (2) to external biomedical professionals and independent entities to support internal and external reviews for purposes of research quality assurance; (3) to international partners for research activities pursuant to NASA Space Act agreements; (4) to external professionals conducting research, studies, or other activities through arrangements or agreements with NASA and for mutual benefit; and (5) in accordance with standard routine uses set forth in Appendix B.

## **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, AND DISPOSITIONING OF RECORDS IN THE SYSTEM:**

### **STORAGE:**

Records in this system are stored as paper documents, electronic media, micrographic media, photographs, or motion picture film, and various medical recordings such as electrocardiograph tapes, stripcharts, and x-rays.

### **RETRIEVABILITY:**

Records are retrieved by the individual's name, experiment or test; arbitrary experimental subject number; flight designation; or crewmember designation on a particular space or aeronautical flight.

### **SAFEGUARDS:**

Records are maintained on secure NASA servers and protected in accordance with all Federal standards and those established in NASA regulations at 14 CFR 1212.605. Additionally, server and data management environments employ infrastructure encryption technologies both in data transmission and at rest on servers. Electronic messages sent within and outside of the Agency that convey sensitive data are encrypted and transmitted by staff via pre-approved electronic encryption systems as required by NASA policy. Approved security plans are in place for information systems containing the records in accordance with the Federal Information Security Management Act of 2002 (FISMA) and OMB Circular A-130, Management of Federal Information Resources. Only authorized personnel requiring information in the official discharge of their duties are authorized access to records through approved access or authentication methods. Access to electronic records is achieved only from workstations within the NASA Intranet, or remotely via a secure Virtual Private Network (VPN) connection requiring two-factor token authentication or via employee PIV badge authentication from NASA-issued computers. Non-electronic records are secured in locked rooms or files.

#### **RETENTION AND DISPOSAL:**

Records are maintained in Agency files for varying periods of time depending on the need for use of the records and destroyed when no longer needed in accordance with NASA Records Retention Schedules, Schedule 7 Item 16.

#### **SYSTEM MANAGER(S) AND ADDRESS(ES)**

Chief Health and Medical Officer, Location 1.

Subsystem Managers: Director Life Sciences Directorate, Chief Space Medicine Division, and Program Scientist Human Research Program, both at Location 5; and Institutional Review Board (IRB) Chairs at Locations 2, 6, and 8, as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained by contacting the cognizant system or subsystem manager listed above. Requests must contain the identifying data concerning the requester, e.g., first, middle and last name; date of birth; and Social Security Number. .

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the same address as stated above

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting and appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Information in this system is obtained from experimental test subjects, physicians and other health care providers, principal investigators and other researchers, and previous experimental test or research records.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**NASA 10HIMS**

**SYSTEM NAME:** Health Information Management System.

**SECURITY CLASSIFICATION:** None

**PURPOSE:**

Information in this system of records is maintained on anyone receiving health or medical care in or through a NASA clinic or healthcare activity.

**SYSTEM LOCATION:** Paper-based records of Medical Clinics/Units and Environmental Health Offices are held at NASA Locations 1, 9, 11, 14, and 19, as set forth in Appendix A. Electronic records are hosted on secure NASA servers in Locations 5 and 6, as set forth in Appendix A, and at the Medgate Chicago Data Center, 341 Haynes Drive, in Wood Dale, Illinois 60191, which is a secure, redundant, Tier III, SAS 70 certified facility.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

This system contains information on (1) NASA civil service employees and applicants; (2) other Agency civil service and military employees working at NASA; (3) active or retired astronauts and active astronaut family members; (4) International Space Station Partner personnel, their families, or other space flight personnel on temporary or extended duty at NASA; (5) onsite contractor personnel who receive job-related examinations under the NASA Occupational Health Program, have work-related mishaps or accidents, or visit clinics for emergency or first-aid treatment; and (6) visitors to NASA Centers who use clinics for emergency or first-aid treatment.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains:

(1) General medical records of routine health care, first aid, emergency treatment, examinations (e.g., surveillance, hazardous workplace, certification, flight, special purpose and health maintenance), exposures (e.g., hazardous materials and ionizing radiation), and consultations by non-NASA physicians.

(2) Information resulting from physical examinations, laboratory and other tests, and medical history forms; treatment records; screening examination results; immunization records; administration of medications prescribed by private/personal or NASA flight surgeon physicians; consultation records; and hazardous exposure and other health hazard/abatement data.

(3) Medical records, behavioral health records, and physical examination records of Astronauts and their families.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 USC §7901; 51 U.S.C. § 20113(a); 44 U.S.C. §3101; 42 CFR Part 2.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES**

Any disclosures of information will be compatible with the purpose for which the Agency collected the information. The records and information in this system may be disclosed:

(1) to external medical professionals and independent entities to support internal and external reviews for purposes of medical quality assurance; (2) to private or other government health care providers for consultation or referral; (3) to the Office of Personnel Management, Occupational Safety and Health Administration, and other Federal or State agencies as required in accordance with the Federal agency's special program responsibilities; (4) to insurers for referrals or reimbursement; (5) to employers of non-NASA personnel in support of the Mission Critical Space Systems Personnel Reliability Program; (6) to international partners for mission support and continuity of care for their employees pursuant to NASA Space Act agreements; (7) to non-NASA personnel performing research, studies, or other activities through arrangements or agreements with NASA and for mutual benefit; (8) to the public of pre-space flight information having mission impact concerning an individual crewmember, limited to the crewmember's name and the fact that a medical condition exists; (9) to the public, limited to the crewmember's name and the fact that a medical condition exists, if a flight crewmember is, for medical reasons, unable to perform a scheduled public event following a space flight mission/landing; (10) to the



public to advise of medical conditions arising from accidents, consistent with NASA regulations; and (11) in accordance with standard routine uses as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, AND DISPOSITIONING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are stored in multiple formats including paper, digital, micrographic, photographic, and as medical recordings such as electrocardiograph tapes, x-rays and strip charts.

**RETRIEVABILITY:**

Records are retrieved from the system by the individual's name, date of birth, and/or Social Security or other assigned Number.

**SAFEGUARDS:**

Records are maintained on secure NASA servers and protected in accordance with all Federal standards and those established in NASA regulations at 14 CFR 1212.605. Additionally, server and data management environments employ infrastructure encryption technologies both in data transmission and at rest on servers. Electronic messages sent within and outside of the Agency that convey sensitive data are encrypted and transmitted by staff via pre-approved electronic encryption systems as required by NASA policy. Approved security plans are in place for information systems containing the records in accordance with the Federal Information Security Management Act of 2002 (FISMA) and OMB Circular A-130, Management of Federal Information Resources. Only authorized personnel requiring information in the official discharge of their duties are authorized access to records through approved access or authentication methods. Access to electronic records is achieved only from workstations within

the NASA Intranet, or remotely via a secure Virtual Private Network (VPN) connection requiring two-factor token authentication using NASA-issued computers or via employee PIV badge authentication from NASA-issued computers. The Medgate Chicago Data Center maintains documentation and verification of commensurate safeguards in accordance with FISMA, NASA Procedural Requirements (NPR) 2810.1A, and NASA ITS-HBK-2810.02-05. Non-electronic records are secured in locked rooms or files.

**RETENTION AND DISPOSAL:**

Records are maintained in Agency files and destroyed by series in accordance with NASA Records Retention Schedule 1, Item 126, and NASA Records Retention Schedule 8, Item 57.

**SYSTEM MANAGER(S) AND ADDRESS(ES):**

Chief Health and Medical Officer at Location 1

Subsystem Managers: Director, Health and Medical Systems, Occupational Health at Location 1;

Chief, Space Medicine Division at Location 5; Occupational Health Contracting Officer

Representatives at Locations 2-4, 6-14, and 19. Locations are as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained by contacting the cognizant system or subsystem manager listed above. Requests must contain the identifying data concerning the requester, e.g., first, middle and last name; date of birth; and Social Security Number.

**RECORD ACCESS PROCEDURES:**

Individual written requests for information shall be addressed to the System Manager at Location 1 or the subsystem manager at the appropriate NASA Center.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in 14 CFR part 1212.

**RECORD SOURCE PROCEDURES:**

The information in this system of records is obtained from individuals, physicians, and previous medical records of individuals.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None

**NASA 10ORIS**

**SYSTEM NAME:** Occupational Radiation Information System

**SECURITY CLASSIFICATION:** None

**SYSTEM LOCATION:**

NASA's electronic health records are hosted at the Medgate Chicago Data Center, 341 Haynes Drive, in Wood Dale, Illinois 60191. Paper-based records and non-medical electronic records are located in NASA facilities in Locations 2 through 14 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

This system maintains information on NASA civil service employees and applicants; other Agency civil service and military employees working at NASA; International Space Station Partner personnel who use NASA space or aeronautical vehicles; principal investigators or other visitors to NASA Centers; onsite contractor personnel who handle, use, or are exposed to ionizing or non-ionizing radiation sources and/or devices.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records in the system include, but are not limited to name, date of birth, and social security number contained in: (1) Work history questionnaires and training records, including Nuclear

Regulatory Commission (NRC) training and experience documents; (2) Radiation producing source and/or device use authorizing forms; (3) Personnel licenses and/or certifications; (4) Employee radiation levels including medical, background and space radiation exposure and/or calculated radiation levels from Medical records and patient histories; and (5) Prenatal exposure counseling and pregnancy declarations.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

51 U.S.C. §20113(a); 10 CFR Part 20, 29 CFR §1910.1096; and State law and/or State agreement.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Any disclosures of information will be compatible with the purpose for which the Agency collected the information. Records and information in this system may be disclosed: (1) to State oversight agencies, the NRC, and/or Occupational Safety and Health Administration (OSHA) for verification and evidence of regulatory compliance; (2) to agency contractors, grantees, or volunteers who have been engaged to assist the agency in the performance of a contract service, grant, cooperative agreement, or other activity related to this system of records and who need to have access to the records in order to perform their activity; (3) to International Space Agencies (as appropriate) for data obtained on their national employees who are assigned, detailed and/or participating at a NASA Center or spacecraft; (4) to other Federal agencies including, but not limited to, the Air Force, Environmental Protection Agency (EPA), and Food and Drug Administration (FDA), as evidence of regulatory compliance; and (5) in accordance with standard routine uses set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, AND  
DISPOSITIONING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records in this system are kept under controlled conditions in both physical form in file cabinets and electronic form on NASA work stations and servers.

**RETRIEVABILITY:**

Records are retrieved from the system by the individual's name.

**SAFEGUARDS:**

Records are maintained on secure NASA servers and protected in accordance with all Federal standards and those established in NASA regulations at 14 CFR 1212.605. Additionally, server and data management environments employ infrastructure encryption technologies both in data transmission and at rest on servers. Electronic messages sent within and outside of the Agency that convey sensitive data are encrypted and transmitted by staff via pre-approved electronic encryption systems as required by NASA policy. Approved security plans are in place for information systems containing the records in accordance with the Federal Information Security Management Act of 2002 (FISMA) and OMB Circular A-130, Management of Federal Information Resources. Only authorized personnel requiring information in the official discharge of their duties are authorized access to records through approved access or authentication methods. Access to electronic records is achieved only from workstations within the NASA Intranet, or remotely via computers using a secure Virtual Private Network (VPN) connection requiring two-factor NASA-issued token authentication or via employee PIV badge

authentication using NASA-issued computers. The Medgate Chicago Data Center is a secure, redundant, Tier III, SAS 70 certified facility that maintains documentation and verification of commensurate safeguards in accordance with FISMA, NASA Procedural Requirements (NPR) 2810.1A, and NASA ITS-HBK-2810.02-05. Physical records are secured under locked conditions when not in use.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules (NRRS), Schedule 1 Item 130; and Schedule 8 Item 57, or individual State, NRC or OSHA requirements if longer than those in the NRRS.

**SYSTEM MANAGER(S) AND ADDRESS(ES):**

Chief Health and Medical Officer, Location 1.

Subsystem Managers: NASA and Contractor Radiation Safety Officers at Locations 2 through 14 as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the subsystem managers listed above.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the same address as stated in the Notification section above.

**RECORD AMENDMENT PROCEDURES:**

The NASA regulations for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in 14 CFR Part 1212.

**RECORD SOURCE CATEGORIES:**

Individuals themselves, mishap reports, field surveys, licensing and certification authorities, and monitoring device laboratories.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None

[FR Doc. 2015-28254 Filed: 11/4/2015 8:45 am; Publication Date: 11/5/2015]